

# **INSTRUCTIONS**

## **Request for Expedited Administrative Hearing**

### **Purpose:**

The administrative hearing process must be completed within 180 days from the date the request for a hearing. Complete the CFS-232T EH to request that the hearing process be accelerated for reasons of public safety (i.e. the alleged offender is engaged in child-related employment and/or activities). Approved requests will be processed by the Office of Appeals and Hearings.

### **Completion:**

#### **Part I – Investigator Completes**

**CHRIS Case #:** Insert the CHRIS case number.

**CHRIS ID #:** Insert the CHRIS ID number.

**Name:** Enter the name of the alleged offender.

**Employer:** Enter the name of the business at which the alleged offender is employed.

#### **Part II – Investigator Completes**

**Date Investigation Completed:** Enter the date the investigation was completed.

**Signature:** Print and sign the name of the investigator. Enter the date form is signed.

#### **Part III – Supervisor Completes**

**Risk:** Check the appropriate box to indicate whether or not expedited hearing request approved.

**Signature:** Print and sign the name of the Area Director or CACD Supervisor. Enter date form is signed.

### **Routing:**

1. Send original to OCC, Office of Appeals and Hearings.
2. Retain copy in hearing file.